

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/09/14

CLOSING DATE: 01/21/14 (4:30 PM)

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 013589

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: A2 WORK TIME: 0600 PM - 0600 AM

LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 025627 - \$ 047413

SPECIAL INCENTIVE: YES

LEVEL: B SALARY RANGE \$ 026658 - \$ 042203 SCEIS POSITION #: 61018765

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY
OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE
WORK. INCUMBENT MUST COMPLETE BASIC CERTIFICATION TRAINING AT
THE S.C. DEPT. OF CORRECTIONS TRAINING ACADEMY WITHIN SIX MONTHS
OF BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE SHIFT SERGEANT, PROVIDES DIRECTION
AND INSTRUCTION TO INMATES AND OFFICERS IN A PROGRAM OF DISCIPLINE,
SAFETY, SECURITY AND REHABILITATION OF INMATES IN A MAXIMUM
SECURITY FACILITY. ASSISTS SERGEANT II IN EVALUATING OFFICER
PERFORMANCE; PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS.
REVIEWS INCIDENT REPORTS WRITTEN BY OFFICERS. INSTRUCTS AND COUNSELS
OFFICERS CONCERNING DUTY REQUIREMENTS. INVESTIGATES INMATE COMPLAINTS
AND TAKES APPROPRIATE ACTION; INSTRUCTS AND COUNSELS INMATES AS
REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS
ESSENTIAL AND MARGINAL DUTIES OF AN OFFICER II; PERFORMS ALL OTHER
RELATED DUTIES AS ASSIGNED BY THE SHIFT SUPERVISOR.

COMMENTS:

SHIFT ASSIGNMENT IS SUBJECT TO CHANGE